

SC-02-R3 Accountability Committee Rules of Operation - Regulation
(page 1 of 5)

NAME

The name of this organization shall be the D'Evelyn Junior/Senior High School Accountability Committee.

PURPOSE

1. Serve in an advisory role to the principal and Steering Committee.
2. Plan ways to enhance and improve the quality of education in the school by assessing needs, and evaluating, setting, and monitoring building-level goals following the evaluation process set forth in the Founding Document.
3. Coordinate input from the principal, staff, parents, students, parent/teacher organizations, community members and others interested in improving the education process at D'Evelyn, and present data at Accountability Committee meetings and to the Steering Committee.
4. Formulate goals based on school needs and Steering Committee goals, taking into account the district and state-level goals.
5. Participate with the principal, staff, and Steering Committee in the cooperative development of the an annual School Unified Improvement Plan as required by the state and district.¹
6. Conduct the "Evaluation" activities as described on pages 39-40 of the D'Evelyn Founding Document, which includes:
 - a. Highlight positive indicators
 - b. Highlight areas in need of improvement
 - c. Identify priority areas needing improvement
 - d. Arrive at a plan ("School Improvement Plan" or "SIP") to achieve improvement in problem areas
 - 5-e. Officers shall present the SIP with the Steering Committee as an annual agenda item for discussion, timely review, and approval
- 6-7. Increase community awareness of school improvement and the accountability process.
- 7-8. Provide a communication link among the school, area, and district Accountability Committees.

RESPONSIBILITIES

¹ This is a statutory improvement plan described in 22-11-403, C.R.S. and is separate from the evaluation activities described in point 6 above.

Formatted

Formatted: English (United States)

1. Select from its members a chairperson, who is not an employee of the school district. The chairperson shall be the parent of a student enrolled at D'Evelyn during the term of office. This position may be shared.
2. Select a Vice-Chairperson and a Recorder from its members.
3. Select an Area Accountability Representative, other than the principal, to attend annual district training and appropriate Area Accountability Committee meetings.
 - 3.a. Ideally, this would be two separate representatives. One who participates regularly in district activities and one that participates regularly in Dennison Accountability Committee activities.
4. Conduct the "Evaluation" activities as described on pages 39-40 of the D'Evelyn Founding Document. Adopt goals, monitor progress, and report results in a manner consistent with Colorado Revised Statutes regarding School Accountability.
Develop the and/or support the two School Improvement Plans for the school as described in the "Purpose" section – points 5 and 6. for the forthcoming year in time for this document to be reviewed by the principal and approved by the Steering Committee prior to being forwarded to the District by the date stipulated.

SC-02-R3 Accountability Committee Rules of Operation - Regulation
(page 2 of 5)

- ~~6-5.~~ Determine a meeting schedule, and publish the time, date, and location of meetings, with all meetings open to the public.
6. Communicate to the D'Evelyn Junior/Senior High School community when the School Accountability Report (SAR)/Growth and Achievement results are updated evaluation data is available online.
7. Write articles for the "Jaguar Tracks," listing future agenda items, for purposes of good communication and encouraging public participation.
8. Develop the School Improvement Plan-accountability plan, monitor its implementation, and effectively communicate the plan to the public.
- 8-9. Coordinate a consultation process with the school principal to properly advise on the Unified Improvement Plan.
- 9-10. Review the D'Evelyn Junior/Senior High School Accountability Committee Rules of Operation annually.

MEMBERSHIP

1. Officers and general membership shall serve from July 1 through June 30.
2. Membership shall include:
 - a. School principal
 - b. Parents/guardians
 - c. At least one teacher
 - d. Up to four elected members of the student council are encouraged to participate as voting members (goal of one per high school grade)

Formatted

~~d-e~~ Membership shall be open to all interested parties with the objective, when possible, of having a cross section of grade levels and racial/ethnic representation.

~~f~~ Total membership shall not exceed 30; if there are more than 30 individuals who desire to be members, an election by secret ballot shall be held by September 30.

3. Members as of September 30 and in good standing according to these Rules of Operation are deemed “voting members” and shall have ~~a~~one vote each on matters that come before the Accountability Committee.

~~4-a~~ Voting members may approve additional members at any point in the year who would like to be added if total membership is below 30 and the candidate can demonstrate regular participation in the Accountability Committee.

Formatted

ATTENDANCE: Required of members in good standing.

1. Attendance at all regularly scheduled meetings of the D’Evelyn Program Accountability Committee, either online or in-person, is expected in order to facilitate good communications among school accountability committees and the D’Evelyn Program Accountability Committee.
2. Any member having three consecutive absences ~~from regularly scheduled meetings shall be personally contacted by the chairperson. The chairperson shall notify the school principal, and they will make the decision regarding replacement will be dropped from membership.~~

SC-02-R3 Accountability Committee Rules of Operation - Regulation

(page 3 of 5)

POLICIES

1. The D’Evelyn Junior/Senior High School Accountability Committee will coordinate as appropriate or required with other school organizations (such as the Steering Committee and the D’Evelyn Education Foundation) or agencies concerned with student welfare.
2. All persons representing the D’Evelyn Junior/Senior High School Accountability Committee in an official capacity are prohibited from making a binding commitment without the prior consent of the D’Evelyn Junior/Senior School Accountability Committee.
3. The D’Evelyn Junior/Senior High School Accountability Committee will follow all policies and procedures established by the Jefferson County Board of Education and/or the district administration concerning the accountability process where it does not conflict with the school’s founding documents, the 1994 Memorandum of Understanding between the District and the school, subsequent MOU’s, or Steering Committee policies.

OFFICERS AND ELECTIONS

1. The officers of the D'Evelyn Junior/Senior High School Accountability Committee shall consist of: Chairperson, Vice-Chairperson, 2nd Vice-Chairperson (Principal), Recorder, and one or two Representatives to the District and/or Area Accountability Committees.
2. A single person may hold more than one officer position but only if there are less than five officers.
3. ~~The Chairperson shall provide agenda time for a nominating committee to be formed at the March meeting. This committee shall provide a list of at least one nominee, when possible, for each office at the April meeting. Nominees may be nominated or may self-nominate at the March meeting or via email within one week of the March meeting. A list of nominations will be published in the school newsletter prior to the April meeting, at which meeting the e~~Elections of officers for the following year shall ~~be conducted~~take place at the April meeting. Anyone desiring to serve as an officer may nominate themselves or accept a nomination from others. A vote shall be conducted among voting members if there are more than five candidates. The top 5 candidates shall be deemed the officers for the next year.
4. Elected officers will meet, prior to the start of the next school year, to identify which officer roles each shall fill.
 - 3.a. The name of the Chair will be registered with the District each year.
- 4.5. All elections will be done by secret ballot requiring a majority vote of present voting members.
- 5.6. A vacancy occurring in any office shall be filled by a vote of the present voting members ~~of the D'Evelyn Junior/Senior High School Accountability Committee~~ at the first meeting following the notification of the vacancy. All changes in the Chair position must be filed with the District within two weeks.

Formatted

SC-02-R3 Accountability Committee Rules of Operation - Regulation

(page 4 of 5)

DUTIES OF OFFICERS

Chairperson - The Chairperson's duties shall include, but not be limited to:

1. Presiding at all meetings
2. Developing an agenda and posting it on the D'Evelyn website prior to the meeting
3. Scheduling meetings
4. Arranging programs and speakers

Vice-Chairperson - The Vice-Chairperson shall assist the Chairperson. The Vice-Chairperson shall perform the above duties in the absence of the Chairperson.

2nd Vice-Chairperson - The 2nd Vice-Chairperson shall be the principal of the school. The 2nd Vice-Chairperson shall assist the Chairperson and be the liaison with the appropriate Area Superintendent, Dennison Elementary School, and other District level personnel and/or departments as needed.

Recorder - The duties of the Recorder shall include, but not be limited to:

1. Keeping of all minutes
2. Maintaining attendance records of meetings
3. Submitting minutes and attendance to the membership and posting approved minutes on the school website
4. Handling correspondence

Area Accountability Representatives – ~~This~~ These representatives shall:

1. Attend the D'Evelyn Program Accountability Committee meetings
- ~~1-2.~~ Attend applicable district accountability committee meetings
- ~~2-3.~~ Attend the appropriate Area Accountability Committee meetings and
- ~~3-4.~~ Serve as a two-way communication link between the committees

MEETINGS

1. The community shall be notified of scheduled meetings. All meetings of the D'Evelyn Junior/Senior High School Accountability Committee shall be open to community members. Student involvement and input shall be ~~included whenever appropriate~~ encouraged.
2. Members shall be notified of any special meetings or schedule changes.
3. Regular meetings of the D'Evelyn Junior/Senior High School Accountability Committee shall be held each month of the school year. The meeting dates and times shall be consistent and established by the committee prior to the publication of the calendar for the coming school year.

SC-02-R3 Accountability Committee Rules of Operation - Regulation (page 5 of 5)

SUB-COMMITTEES

In collaboration with the Steering Committee, ad-hoc and standing sub-committees shall be formed as necessary. See Appendix A for the Accountability Subcommittee Guidelines.

VOTING

1. The D'Evelyn Junior/Senior High School Accountability Committee will operate by consensus with respect to most issues.
2. A quorum shall consist of at least five voting members present.
3. For issues requiring a vote, where consensus cannot be reached, a majority vote of the quorum shall govern the acceptance by the D'Evelyn Junior/Senior High School Accountability Committee of its recommendations and actions.
4. A single member is entitled to one vote.

CHANGES TO THE RULES OF OPERATION

Rules of Operation will be reviewed annually. Proposed changes to the Rules of Operation shall be submitted to the Chairperson of the D'Evelyn Program Accountability Committee ~~at least two weeks~~ as early as possible prior to a regularly scheduled meeting, at which time a vote will be taken.

D'Evelyn Jr./Sr. High School
Accountability Committee

Revised: August 31, 1995; May 7, 1998; May 9, 2002; May 10, 2007; May 13, 2008; December 9, 2008; December 8, 2009; December 19, 2019,
SC Approved: March 9, 2020

Appendix A

Accountability Subcommittee Guidelines

These guidelines are meant to provide a flexible structure or framework for the operation of a subcommittee. All work of a subcommittee will be reviewed and approved by the Membership of the Accountability Committee.

- A. Define the purpose of the subcommittee
 - Review the purpose with Accountability
- B. Preferred subcommittee size is a minimum of three (3) persons
 - It would be desirable to have a teacher or staff member on the subcommittee representing the school
 - It is not necessary for participants of the subcommittee to be voting members of the accountability committee
- C. Designate a subcommittee chair
 - Chair will facilitate all subcommittee meetings
 - Chair will make sure all subcommittee activities are documented
 - If a vote is necessary when consensus is not met, Chair will ~~make all final decisions (with input from subcommittee members) and~~ break any ties
 - It is not necessary for the subcommittee Chair to be an Accountability officer
- D. Best practice but not required: Identify the subcommittee stakeholders
 - Who will the subcommittee solicit input from?
 - Who will review the draft(s) of the sub committee's work?
 - Who will be the recipient of the sub committee's final report?
- E. Best practice but not required: Develop schedule/calendar for final output of subcommittee
 - Determine when final report will be due
 - ~~Determine how many iterations drafts will go through~~
- F. Document all meetings with minutes or provide a regular update at accountability committee meetings
- ~~F. use a simple template for consistency~~
 - ~~Assign Action Items to a specific person with a resolution date~~
 - ~~Document risks and issues, include resolution and date~~
 - ~~Risks t have not happened yet, but could impact the subcommittee~~
 - ~~Issues have already happened and are impacting the subcommittee~~
 - ~~Summarize discussion — bullet points~~
 - ~~Post minutes on the school website on the accountability page.~~

Adopted: December 9, 2008

Amended: March 9, 2020